

TOWN OF PRIMROSE COMPREHENSIVE PLAN STEERING COMMITTEE  
MINUTES, SEPTEMBER 22, 2008

ATTENDING: All Members

Josh Dein called the meeting to order at 7:40 p.m.

1. Motion made by Gibson, seconded by Elkins to adopt the minutes of the September 16 meeting, with the addition of the vote (7/0) to item 9. Motion passed 6-0.
2. Motion made by Dein, seconded by Gibson, to include summary of public Comments (written by Dein) with the minutes of September 16. Motion carried 6-0.
3. Dein provided an introduction to the nine elements of the Comprehensive Plan.
4. Public Comment. The Public Comments were recorded by Marla Handy.
5. Dein presented a proposal (including a flow chart) regarding the sequences of Input and decision making, including the public participation, for the Comprehensive Plan. Motion to approve that sequence made by Elkins, seconded by Haack, with the caveat that the sequence could be changed should the Steering Committee sees the need to do so. Motion carried 7-0.
6. Motion made by Gibson, seconded by Elkins, to allow access to all documents sent By Standing to Steering Committee members by posting them in the Public Participation Box on the Web site, but that access to emails of the Steering Committee members be by request only with no fee. Motion carried 7-0. (Generally we would aim to post all documents regarding the Comprehensive Plan within two weeks.)
7. In response to question raised last time in the public comments, it was decided that all permanent or temporary residents and landowners could participate in the various forums for public participation .
8. There was a discussion of the Forums for public participation other than attendance at Steering Committee meetings. These include (a) the "Town Square" in which people can post questions and discuss topics; (b) House Meetings in which people can get together and discuss topics and elements of the Comprehensive Plan, and from those discussions contribute information they would like the Steering Committee to have and (c) written comments that can be provided to the Steering Committee.
9. Motion made by Elkins, seconded by Gibson to allow the authorization of any permanent or temporary resident or landowner to participate in the Town Square by initially contacting Standing and having Standing enter the name or assigning the person a number (if the person wishes to submit his or her comments anonymously). Written comments can also use that assigned number should the person want to remain anonymous. Standing will assign the numbers. Motion carries 6-1.
10. Various procedures for the distribution and analysis of the survey were determined. Those decisions answer various of the questions about the procedure asked in the public comment section of the September 16 meeting.
  - a) Who will get the survey? All temporary or permanent residents and land-Owners as determined by tax records and voter lists. A notice will be published In the paper saying the survey is coming out, and if someone does not get a survey who is a temporary or permanent resident or landowner, they can Contact Winnie and she can forward the person's name onto Standing. Only One copy of the demographic material will be sent per household, but the survey

- Regarding the land use element will be sent to each member of the household who is either a temporary or permanent resident or a landowner.
- b) Who is going to mail the survey and do the analysis? Standing is going to prepare, send out the survey—both the land use element and the demographic questions (on different colored paper for the two parts), and compile and analyze the data on the survey.
  - c) Do we pay return postage? No, not unless Standing will get a cheaper bulk rate by doing that. But we will provide an envelope with the return address that begins with “Town of Primrose” and then gives Standing’s address at the County.
11. A Newsletter will be sent out at least a week before the survey, telling residents that The survey will be coming, as well as laying out the sequencing of input and decision making, including the forums for public participation for the Comprehensive Plan. Dein, Winnie and Julie Raasch will put together the newsletter and volunteers will be asked to help prepare the mailing. The newsletter will be sent to all temporary or permanent residents and landowners as determined by voter rolls and tax records.
  12. The next meeting date was set for October 27.
  13. Motion made by Gibson, seconded by Elkins to adjourn. Motion carried 7-0.

Minutes respectfully submitted by Martha Gibson